

**CONTRACT-PREPARATION DOCUMENTS TO  
CONTRACT ADMINISTRATION DIVISION  
Office of Estimating**

Route:

Letting Date:

County:

Bridge File:

Over:

Location:

It is recommended that tracings for the above noted project be accepted. The following items accompany the tracings.

☐ Detail Packet

# ☐ Permit Certification Form

## □ Design Calculations

☐ Final Special Provisions, ☐ Disk ☐ ERMS

ERMS Title: FTSplProv[Des No.]Contracts

If not in ERMS, why?

**Federal Highway Administration Oversight.** Required? YES ☐ NO ☐

**Asbestos Report.** Required? YES ☐ NO ☐

ERMS Title: FTAsbRpt[Des No.]Contracts

If not in ERMS, why?

**Environmental-Document Compliance.** The environmental document was approved on \_\_\_\_\_. The plans were reviewed against it on \_\_\_\_\_ and were determined to be in compliance with it.

**Geotechnical Report.** Required? YES ☐ NO ☐

ERMS Title: FTGeoRpt[Des No.]Contracts

If not in ERMS, why?

**LPA Agreement Determination.** Required? YES ☐ NO ☐

Transmitted to the Research and Documents Library Team on

**Railroad Agreement.** Signed? YES ☐ NO ☐ N/A ☐

If not signed, what is status?

Railroad special provision included? YES ☐ NO ☐

ERMS Title: FTRRSP[Des No.]Contracts

If not in ERMS, why?

**Right of Way.** Additional R/W required? YES ☐ NO ☐ N/A ☐

Is R/W clear and is Certification Letter included? YES ☐ NO ☐

ERMS Title: FTR/WCert[Des No.]Contracts

If not in ERMS, why?

If not clear, number of parcels remaining is

Expected R/W clear date is

R/W contact person is

**Utility Coordination.** Complete? YES ☐ NO ☐

If not complete, what is status?

Utilities special provision 107-R-169 included? YES ☐ NO ☐

ERMS Title: FTUtilSplProv[Des No.]Contracts

If not in ERMS, why?

Utility Coordination Certification ☐ Waiver ☐ included? YES ☐ NO ☐

ERMS Title: FTUtilCert[Des No.]Contracts

If not in ERMS, why?

Utility contact person is

**Coast Guard Permit.**

Not Required ☐ Applied For ☐ Received

ERMS Title: FTCstGd[Des No.]Contracts

If not in ERMS, why?

**Corps of Engineers Permit.**

Individual: Not Required ☐ Applied For ☐ Received

Regional General: Not Required ☐ Applied For ☐ Received

ERMS Title: FT404Corps[Des No.]Contracts

If not in ERMS, why?

**DNR Permit for Construction in a Floodway.**

Not Required ☐ Applied For ☐ Received

ERMS Title: FTDNR[Des No.]Contracts

If not in ERMS, why?

**FAA Indiana Tall-Structures Permit.**

Not Required ☐ Applied For ☐ Received

ERMS Title: FTFAA[Des No.]Contracts

If not in ERMS, why?

**401 Water Quality Permit.**

Not Required ☐ Applied For ☐ Received  
ERMS Title: FT401Wtr[Des No.]Contracts  
If not in ERMS, why?

**Rule 5.**

Not Required ☐ Applied For ☐ Received  
ERMS Title: FTRule5Eros[Des No.]Contracts  
If not in ERMS, why?

Are all Permits included with the submittal? Yes ☐ NO ☐  
If No, why not?

**Summary of Commitments.** This consists of a listing of commitments from the environmental document, regulatory agencies, purchasing agreements, etc., including context-sensitive items, as related to design and construction.

ERMS Title: FTCommit[Des No.]Contracts  
If not in ERMS, why?

**Design Approval.** Date

**Proprietary Materials.** Are any specified which are not listed in *Design Manual* Chapter 17?

YES ☐ NO ☐

If Yes, has the justification been submitted and approved for each item? YES ☐ NO ☐

**Unique Pay Items.** Are any listed in the Schedule of Pay Items? YES ☐ NO ☐

If Yes, has a unique special provision been drafted and a unique pay item number been requested for each in accordance with *Design Manual* Chapter 20? YES ☐ NO ☐

Unique special provisions authenticated by: Testing ☐ Design ☐ Construction ☐

**Load Rating.** Have all bridge structures in the contract been load rated or has the load-rating engineer indicated that structure(s) can not be rated at this time? YES ☐ NO ☐ N/A ☐

**Coordination with District Construction Engineer.**

For project with field office:

(628-R-552) Field Office, MOS

☐ Type A, 400 SFT (37 m2)

☐ Type B, 500 SFT (51 m2)

☐ Type C, 650 SFT (60 m2)

Field Office Computer System, Additional,

Qty. , Mos.

YES ☐ NO ☐

For project without field office:

Mobile Laptop Computer System, Qty. , Mos.

YES ☐ NO ☐

Mobile Internet Service, Qty. , Mos.

YES ☐ NO ☐

For project with field laboratory:

(628-R-552) Field Laboratory, MOS

☐ Type A, 400 SFT (37 m2)

☐ Type B, 500 SFT (51 m2)

☐ Type C, 650 SFT (60 m2)

Cellular telephone (105-C-164), Qty.

YES ☐ NO ☐

Anytime minutes, Qty.

Radio, Qty.

YES ☐ NO ☐

Construction engineering

YES ☐ NO ☐

Incentive/Disincentive (108-C-043)

YES ☐ NO ☐

if YES, attach Justification form.

Partnering (108-C-078)

YES ☐ NO ☐

Profilograph as pay item for HMA pavement

YES ☐ NO ☐

Profilograph as pay item for PCCP pavement

YES ☐ NO ☐

Traffic maintenance (104-C-112) (provide details)

YES ☐ NO ☐

Latest date to begin work:

Liquidated damages: \$

(108-C-090)

Restriction time:

Liquidated damages: \$

(108-C-091 or -092) (provide details)

Closure time:

Liquidated damages: \$

(108-C-093)

Intermediate completion date:

Liquidated damages: \$

(108-C-094)

Calendar completion date:

Liquidated damages: \$

(108-C-095)

Earliest date to begin work:

Liquidated damages: \$

(108-C-127)

Designer:

Construction information provided by:

Comments:

Prepared by:

Date: